

IDAHO BOARD OF EXAMINERS OF NURSING HOME ADMINISTRATORS
Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 8/2/2019

THIS IS A DRAFT DOCUMENT THAT HAS NOT BEEN APPROVED BY THE BOARD

BOARD MEMBERS PRESENT: Joshua R Thompson - Chair
Cathy Hart
Mary E Leonard

BOARD MEMBERS ABSENT: John H Williams
Zendy F Meharry

BUREAU STAFF: Kelley Packer, Bureau Chief
Julie Eavenson, Administrative Support Manager
Nicholas Krema, General Counsel
Lizzie Kukla, Board Specialist

The meeting was called to order at 9:00 AM MDT by Joshua R Thompson.

APPROVAL OF MINUTES

Ms. Hart made a motion to approve the minutes of June 14, 2019. Ms. Leonard seconded the motion. Motion carried.

LEGISLATIVE REPORT

Ms. Packer reviewed pending rules and the process for legislative approval for the 2020 Legislative Session.

Ms. Hart made a motion to adopt the pending rules. Ms. Leonard seconded the motion. Motion carried.

Ms. Packer discussed a pending rule to add “not to exceed” prior to licensing fees, which the Bureau will propose for the 2020 Legislative Session. This rule change would give the Board flexibility in implementing fee decreases.

FINANCIAL REPORT

Ms. Eavenson gave the financial report, which indicated that the Board had a cash balance of \$30,188.38 as of June 30, 2019.

BOARD CONTRACT

Mr. Crema presented the 2020 Agreement for Services Between the Idaho Board of Examiners of Nursing Home Administrators and the Idaho Bureau of Occupational Licenses.

Ms. Eavenson reviewed the financial aspects of the Agreement for Services.

Ms. Hart made a motion to approve the Board contract and allow the Board chairman to sign the contract. Ms. Leonard seconded the motion. Motion carried.

BOARD MEETING PROCEDURES TRAINING

Mr. Crema presented Board meeting procedures training.

OLD BUSINESS

The Board reviewed the To Do List and no action was taken.

NEW BUSINESS

The Board reviewed the dues cover page and invoice for membership with the National Association of Long-Term Care Administrator Boards (NAB).

Ms. Leonard made a motion to approve the 2019 NAB invoice due for the 2020 fiscal year. Ms. Hart seconded the motion. Motion carried.

CORRESPONDENCE

The Board reviewed correspondence from the American College of Health Care Administrators regarding an invitation to convocation for the 2020 calendar year.

The Board reviewed correspondence from the Idaho Hospital Association (IHA) regarding continuing education courses offered at its upcoming annual convention October 5-8, 2019. IHA submitted continuing education courses to be offered at the convention and asked the Board for approval of these courses. Ms. Hart made a motion for the Board to approve 9 credits of continuing education at the October conference provided by IHA. Ms. Leonard seconded the motion. Motion carried. The Board directed the Bureau to respond regarding approval of continuing education courses.

The Board reviewed correspondence from Heidi Fisher regarding closing her legal practice and withdrawal of service as a pre-litigation panel chairman. The Board directed the Bureau to respond with a letter of thanks to Ms. Fisher for her service.

ELECTIONS

Ms. Leonard nominated Joshua Thompson to continue as chairman of the Board. Ms. Hart seconded the motion. Motion carried.

Mr. Thompson made motion nominate Mary Leonard as vice chairman of the Board. Ms. Hart seconded the motion. Motion carried.

EXECUTIVE SESSION

Ms. Leonard made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. Ms. Hart seconded the motion. The vote was: Mr. Thompson, aye; Ms. Leonard, aye; and Ms. Hart, aye. Motion carried.

Ms. Hart made a motion to come out of executive session. Ms. Leonard seconded the motion. Motion carried.

APPLICATIONS

Ms. Leonard made a motion to approve the following for licensure by endorsement:

RACHEL STORM	NHA 1268
AMUND EVANS	NHA 1267
ELIZABETH MARSH DEEMS	NHA 1258

Ms. Hart seconded the motion. Motion carried.

Ms. Leonard made a motion to approve the following for the NHAIT program:

NHAIT	901168295
NHAIT	901168409
NHAIT	901168410
NHAIT	901168417
NHAIT	901168206

Ms. Hart seconded the motion. Motion carried.

Ms. Leonard made a motion to approve the following NHAIT report:

NHAIT	901165025
-------	-----------

Ms. Hart seconded the motion. Motion carried.

Ms. Leonard made a motion to approve continuing education for reinstatement as submitted, with the exception of course hours which did not meet IDAPA Rule 24.09.01.200.01. The Board directed the Bureau to write a letter communicating continuing education requirements where necessary.

Ms. Hart seconded the motion. Motion carried.

NEXT MEETING was scheduled for September 20, 2019 at 9:00 AM MDT.

ADJOURNMENT

Ms. Hart made a motion to adjourn the meeting at 11:37 AM MDT. Ms. Leonard seconded the motion. Motion carried.

Joshua R Thompson, Chair

John H Williams

Cathy Hart

Mary E Leonard

Zendi F Meharry

Kelley Packer, Bureau Chief